



State Shelter Grant (SSG)& Child Services Coordination Grant (CSCG) How to Apply – Conference Calls

April 16, 2010

April 19, 2010



SSG Overview

- SSG formula allocation from state and federal funds
 - State General Fund
 - TANF
- Available for non-profits and local governments throughout Virginia
- 60-20-20 formula used for allocations (Attachment A for current grantees)
- Completely separate from Emergency Shelter Grant (ESG) and other DHCD programs





Funding Levels

- For July 1, 2010 – June 30, 2012 fiscal years (second year funding, contingent on performance and availability of funds)
- Unknown
 - Amount of State General Fund
 - Amount of TANF funds
- Anticipated
 - Second year SSG funding (July 1, 2011-June 30,2012) will be comprised of State General Funds only
 - Revised guidelines will be released



Applicant Eligibility

- Either unit of local government or non-profit that provides homeless emergency shelter or transitional housing services
- No outstanding findings or other issues
- Experienced homeless service provider (at least one year prior)
- Must be able to meet record keeping and reporting requirements
- Must be able to meet HMIS requirement – DV shelters are exempt
- Must be certified as local CoC participant
- Must have proposal certified as meeting local needs



Applicant Eligibility – Primarily Religious Organizations

- **MUST** establish a completely separate, secular, private, non-profit organization to serve as sub-grantee
- Pending 501(c)(3) application is okay for application
- Must adhere to limitations on discrimination against religious affiliation
- Can not require participation in religious service or activity
- Can not provide religious instruction or counseling



Eligible Costs

- Up to six percent on building related expenses (minor rehabilitation and improvements)
- Operational costs (staff, rent, utilities, supplies, etc.)
- Unduplicated human services as they relate to clients achieving permanent housing (ex. Employment, substance abuse, education or health)



Ineligible Costs

- To acquire/purchase new property (buildings, land and structures)
 - Not intended for facility expansion
- Homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits
- The provision of day shelters with no overnight accommodations
- Juvenile justice activities
- Licensed group homes



Other SSG Program Requirements

- Can **NOT** charge client rent
- Transitional housing programs may charge a program fee, but:
 - Transitional housing only
 - Never more than 30 percent of household income
 - Must be appropriate for target population
 - Must be tracked and used as revenue for the program
 - Program fees must be included as revenue source in program budget
 - Must be approved by DHCD



Other SSG Program Requirements

- Homeless Certification Form
- Termination of Participation and Grievance Policy and Procedure
- Participation of Homeless Person in Policy-Making and Operations
- Confidentiality Policy
- Documentation of Service Provision



Other SSG Program Requirements

- Admissions and Supportive Services Guidelines
- Habitability Standards
- Americans with Disability Act (ADA) and Fair Housing Act Requirement (FHA)
- Preclusion of Service (can not set age limits for children)
- Mandated Reporter Policy



Other SSG Program Requirements

- Financial Management Expectations
- Monitoring
- HMIS
- Audits
- Time Sheets



CSCG Overview

- Formula Allocation from State General Fund
- Available to qualifying SSG grantees
 - Must be current SSG grantees
 - Emergency shelters (includes DV) serving five or more children
 - Transitional housing facilities serving 20 children or more on a monthly basis
- For July 1, 2010 – June 30, 2012 fiscal years (second year funding, contingent on performance and availability of funds)
- Unknown
 - Amount of State General Fund
- Anticipated
 - Over a 50 percent reduction in funds available



Funding Allocations

- Awards will be based on the monthly average number of children served over 18 months
 - July 1, 2008 to December 30, 2009
- There will be five levels of funding (Levels I-V)
- Each funding level will increase proportionately



Eligible Activities

- Coordination of efforts that address the special health care, mental health and educational needs of homeless children residing in emergency shelters and transitional housing programs
 - Referrals to address health concerns
 - Referrals to address mental health concerns
 - Coordination with the local Project Hope liaison



Application Process

- Any eligible applicant may apply for SSG (doesn't need to be current sub-grantee)
- Due at DHCD by 5 P.M. on Friday May 14, 2010
- Reviewed “as is”
- Proposal must meet minimum thresholds
 - Eligible Applicant
 - Eligible Activities
 - Received before deadline



Application: Need

- Need Narrative section
- Scope of Need:
 - Does (and how) does this program fill a service gap?
 - Is there a need for the SSG funds?
 - Is there a demand for this particular program?
 - How critical is the need?
 - Does the program have any special feature to meet these needs?
 - How credible and relevant is the evidence of need?
 - Is there a specific target population?



Application: Program Description

- Target population
- Outreach methods
- Types of services offered
- Length of program
- Service coordination
- Program outcomes (current and/or projected)



Application: Additional Information

- Collaboration
- Organizational capacity
- HMIS current capacity and plans
- Facility information
- Program summaries
 - Attachment A for utilization rates
 - Service Level Summaries
- Attachments



Wrap Up

- **Due date**
 - **At DHCD by**
5:00 PM Friday, May 14, 2010

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